

SUMMARY REPORT
OF ACTION TAKEN AT THE MARCH 21, 2011 REGULAR MEETING OF THE
COTTONWOOD PLANNING AND ZONING COMMISSION

This summary is a statement of discussions and action taken by the Planning & Zoning Commission of the City of Cottonwood, Arizona, at their regular meeting, pursuant to A.R.S. § 38-431.02(D); and provided as required by A.R.S. § 38-431.01(D).

CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 6:0 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Kiyler
Judd Wasden

Diane Lovett, Vice Chair
Jean Wilder

Robert Williams
Raymond Cox

Commissioner Speer and was absent.

Staff Members Present

Wes Ballew, Community Development Planner
Dan Lueder, Development Services General Manager
Leslie Wager, Administrative Coordinator/Recorder

CALL TO THE PUBLIC

This is the time for the public to comment on any matter that does not appear on the agenda. Members of the Commission may not discuss items not specifically identified on the agenda. Pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Comments are limited to five minutes for each person.

APPROVAL OF MINUTES OF FEBRUARY 28, 2011

Motion: ***Approve minutes from 02/28/2011 as written***

Made by: ***Vice Chair Lovett***

Second: ***Commissioner Williams***

Vote: ***Unanimous***

UNFINISHED BUSINESS (NONE)

NEW BUSINESS

1. **PCU 11-003 and DR 10-034** Consideration of a new Conditional Use Permit to allow the placement of a duplex residential structure on 0.27 acres, together with an existing residence. The site is located in a C-R (Commercial/Residential) zone. The request also includes Design Review of the project, including a 2-story duplex with roughly 2,200 sq. ft. The subject property includes lots 1-3 of Hopkins Ranch Subdivision, Block 3. Address: 611 North 7th Street. APN: 406-38-115. Owner: Annabel Sclippa.

Motion: ***To approve PCU 11-003 and DR 10-034 with the following five stipulations:***

1. *That the use comply with the Letter of Intent dated 3/1/11; and the site plan dated 3/2/11.*
2. *That the proposed parking area and the portion of the alley adjacent to the applicant's property be surfaced with chip seal.*
3. *That all lighting conform to Section 408 of the Cottonwood Zoning Ordinance.*
4. *That all other comments from the Code Review meeting of 1/20/11 be addressed.*
5. *That the applicant works with Staff to correct encroachment issues or obtain variances.*

Made By: Vice Chair Lovett
Second: Commissioner Wasden
Vote: Unanimous

2. **RCU 07-043** Review of a Conditional Use Permit approved in 2007 for a 3-bedroom bed and breakfast located on 0.27 acres in a C-R (Commercial/Residential) zone. The parcel includes lots 1-3 of Hopkins Ranch Subdivision, Block 3. Address: 611 North 7th Street. APN: 406-38-115. Owner: Annabel Sclipa.

Motion: *To approve RCU 07-043 with the original stipulations and two additional stipulations as follows:*

1. *That signage meet the Cottonwood Zoning Ordinance requirements for a business in a residential zone.*
2. *That building permits be obtained for all improvements.*
3. *That staff receives written verifications of compliance from the Cottonwood Fire Department and the County Health Department.*
4. *That the use conform to the Bed and Breakfast Residence requirements established by the Cottonwood Zoning Ordinance under Section 404.BB.1.*
5. *That RCU 07-043 be subject to review in three (3) years.*

Made By: Vice Chair Lovett
Second: Commissioner Wilder
Vote: Unanimous

3. Preliminary overview of proposed Riverfront Treatment Facility. APN: 406-42-018U/W. Owner: City of Cottonwood. Agent: Dan Lueder, Development Services General Manager.

Mr. Lueder gave a detailed presentation to the Commission on the project.

INFORMATIONAL REPORTS AND UPDATES

A brief summary of current events by Chairperson, Commission members, and/or Community Development Director. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)

ADJOURNMENT

Chairman Kiyler adjourned the meeting at 7:38 p.m.